

OFFICE OF THE GOVERNOR
GRANTS PROGRAM
CAPITOL, 300 SW 10TH AVENUE, STE. 212S, TOPEKA, KS 66612-1590
FAX: (785) 291-3204**GRANT PROJECT NARRATIVE REPORT****DUE JANUARY 15, APRIL 15, JULY 15, AND OCTOBER 15**

The information provided on this report will be used by the Governor's Grants Program staff to review progress on the funded grant projects. No further monies or other benefits may be paid out under this program unless this report is completed and filed as required by existing laws and regulations.

1. NAME AND ADDRESS OF SUBGRANTEE	2. GRANT PROJECT NUMBER	
	3. REPORTING PERIOD (MMDDYY) FROM: / / TO: / /	
4. GRANT AWARD AMOUNT	5. DATE OF REPORT	
6. NAME AND TITLE OF AUTHORIZED CERTIFYING OFFICIAL	7. SIGNATURE	8. PHONE NUMBER

9. Please respond to the following questions.**Training Information****Volunteer/Intern Training Provided:**Number of Trainings _____
Number of Hours _____
Number of Participants _____**Professional Training Provided:**Number of Trainings _____
Number of Hours _____
Number of Participants _____Number of Volunteers Who
Worked During Reporting Period: _____ Total Volunteer Hours: _____

Staff In-Service Training Hours: _____

For Office of the Governor's Grants Program Use
Approved by: _____

Date: _____

GRANT PROJECT NARRATIVE REPORT

**10. Please complete a program narrative, responding to the following questions.
(CONTINUE REPORT ON PLAIN PAPER)**

- a. What are the major issues or challenges, if any, in providing exchange and visitation services?
- b. Describe any notable activities conducted at the local level to improve the provision of exchange and visitation services to children and families. Include staff training, referrals and other cooperationh local child and family service providers.
- c. Identify any emerging issues or notable trends impacting exchange and visitation services in your local area.
- d. Include and/or attach anecdotal information and individual case history (do not compromise client confidentiality) illustrating how SAVP grant funds have been used to assist children and families. (Letters, excluding identifying information, from clients are helpful).